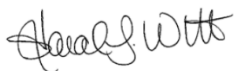


**Village of Millbrook**  
**35 Merritt Avenue Millbrook NY 12545**  
**Village Hall – Board of Trustees (BOT)- Budget**  
**March 8, 2021**

- *Open Meeting Laws have been suspended- Executive Order No. 202.1*
- *The public can comment/question via email [villageofmillbrook@gmail.com](mailto:villageofmillbrook@gmail.com). The responses to the email will be done during the following week by the trustee that is most applicable.*

- 1. Roll Call:** Mayor Collopy, Deputy Mayor Herzog, Trustee McGrane, Trustee Contino, Trustee Arbogast, Scott Osborn (VRI), Senior Account Clerk McLaughlin, and Clerk Witt  
*All meeting attendees met via ZOOM.*
- 2. Open meeting – 6:00 PM with Pledge of Allegiance.**
- 3. Budget on Water and Sewer:** The Board met with Scott Osborn of VRI to discuss his budget figures for 2021/2022 Water and Sewer Budget. The Board reviewed the attached Water and Sewer worksheets. Mayor Collopy said he would like to raise the Sewer Benefit Assessment from \$40,000 to \$50,000 (to be voted on at a regular BOT meeting.) The Board discussed a sewer rate increase and will approve a resolution for the increase at the 3.10.2021 meeting.
- 4. Resolutions 2021-003 Water Reserve Fund & 2021-004 Sewer Reserve Fund (attached)-** These two resolutions to establish reserve funds for both water and sewer passed and will be implemented in the 2021/2022 Budget. Reserve amounts will be voted on when the Board passes the final budget.
- 5. Public Comment:** There was none.
- 6. Executive Session:** Deputy Mayor Herzog made a motion to enter into executive session to discuss salaries, seconded by Trustee McGrane and all were in favor. Deputy Mayor Made a motion to return to the meeting, seconded by Mayor Collopy and all were in favor. No action was made during executive session.
- 7. Next Scheduled Budget Meeting:** March 15, 2021 at 6 PM via ZOOM- Fire Department and Highway Department.
- 8. Adjournment:** *Motion* made by Trustee Contino to adjourn the meeting at 7:30 PM, seconded by Trustee Arbogast and all were in favor.

Respectfully submitted by:



Sarah J. Witt  
Village Clerk

21/22 BUDGET	GL #	Department	Sub Category	2019-20 Actual	2020-21 YTD	2020-2021 Budget	Proposed 2021-22
<b>WATER REVENUES</b>							
1.002140.12.000.00	<b>2140</b>	2140 - Metered Water Sales		\$ 253,536.78	\$ 239,124.13	\$ 290,850.00	\$ <b>326,090.00</b>
1.002144.12.000.00	<b>2144</b>	2144 - Water Service Charges		\$ 500.00	\$ -	\$ 500.00	\$ <b>500.00</b>
1.002148.12.000.00	<b>2148</b>	2148 - Interest and Penalties on Water Rents		\$ 2,202.79	\$ 1,887.00	\$ 3,000.00	\$ <b>2,000.00</b>
1.002401.12.000.00	<b>2401</b>	2401 - Interest & Earnings		\$ 30.36	\$ 41.25	\$ 50.00	\$ <b>20.00</b>
1.005031.12.000.00	<b>5031</b>	5301 - Interfund Transfer		\$ 9,123.47	\$ -	\$ -	
<b>Total Water Revenue:</b>						\$ <b>294,400.00</b>	\$ <b>328,610.00</b>
<b>Total Water Expenses:</b>						\$ <b>294,400.00</b>	\$ <b>334,665.00</b>
<b>Difference:</b>						\$ <b>-</b>	\$ <b>(6,055.00)</b>
<b>WATER EXPENSES</b>							
1.019104.12.000.00	<b>83102</b>	1910.4 - Unallocated Insurance		\$ 10,582.71	\$ 10,578.79	\$ 11,500.00	\$ <b>11,000.00</b>
1.083102.12.000.00	<b>83102</b>	8310.2 - Water Cap Improve		\$ 17,011.90	\$ 34,938.14	\$ 54,500.00	\$ <b>84,000.00</b>
1.083104.12.000.00	<b>83104</b>	8310.4 - Water Admin CE		\$ 70,119.10	\$ 47,356.56	\$ 75,000.00	\$ <b>73,752.00</b>
1.083204.12.000.00	<b>83204</b>	8320.4 - Source Power Pump CE		\$ 1,556.99	\$ 69.55	\$ 3,000.00	\$ <b>750.00</b>
1.083204.12.000.16	<b>83204</b>	16 8320.4 - Source Power Pump C	<b>CHEMICALS</b>	\$ 22,302.87	\$ 15,111.96	\$ 22,000.00	\$ <b>23,502.00</b>
1.083204.12.000.XX	<b>83204</b>	XX 8320.4 - Source Power Pump C	<b>LABS</b>	\$ -	\$ -	\$ -	\$ <b>6,000.00</b>
1.083404.12.000.00	<b>83404</b>	8340.4 - Water Trans/Distrib CE		\$ 1,530.35	\$ 2,499.16	\$ 3,000.00	\$ <b>4,826.00</b>
1.083404.12.000.11	<b>83404</b>	11 8340.4 - Water Trans/Distrib C	<b>UTILITIES</b>	\$ 10,648.20	\$ 6,361.47	\$ 10,000.00	\$ <b>10,500.00</b>
1.083404.12.000.13	<b>83404</b>	13 8340.4 - Water Trans/Distrib C	<b>DIESEL</b>	\$ -	\$ -	\$ -	\$ <b>600.00</b>
1.083404.12.000.20	<b>83404</b>	20 8340.4 - Water Trans/Distrib C	<b>REPAIRS/MAINT</b>	\$ 16,964.82	\$ 32,630.61	\$ 40,000.00	\$ <b>34,000.00</b>
1.083404.12.000.XX	<b>83404</b>	XX 8340.4 - Water Trans/Distrib C	<b>EQUIP/SUPPLIES</b>	\$ -	\$ -	\$ -	\$ <b>16,985.00</b>
1.097206.12.000.00		9720.6 - BAN #1 - Principal	\$550,000 (1.70%)	\$ -	\$ -	\$ -	\$ <b>-</b>
1.097207.12.000.00		9720.7 - BAN #1 - Interest		\$ -	\$ -	\$ 9,350.00	\$ <b>9,350.00</b>
1.097306.12.000.00		9730.6 - BAN #2 - Principal	\$200,000 (.95%)	\$ -	\$ -	\$ -	\$ <b>-</b>
1.097307.12.000.00		9730.7 - BAN #2 - Interest		\$ -	\$ -	\$ 3,550.00	\$ <b>1,900.00</b>
1.097336.12.000.00		9733.6 - Bedrock - Principal	\$300,000 (2.50%)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ <b>50,000.00</b>
1.097337.12.000.00		9733.7 - Bedrock - Interest		\$ 10,000.00	\$ 8,750.00	\$ 12,500.00	\$ <b>7,500.00</b>
1.099019.12.000.00		9901.9 - Interfund Transfer		\$ -	\$ -	\$ -	\$ <b>-</b>
1.099059.12.000.xx	<b>99059</b>	XX 9950.9 - Water Capital Reserve		\$ -	\$ -	\$ -	\$ <b>-</b>
<b>Total Water:</b>				\$ <b>210,716.94</b>	\$ <b>208,296.24</b>	\$ <b>294,400.00</b>	\$ <b>334,665.00</b>

21/22 BUDGET	GL #	Department	Sub Category	2019-20 Actual	2020-21 YTD	2020-2021 Budget	Proposed 2021-22
<b>SEWER REVENUES</b>							
1.001030.13.000.00	<b>1030</b>	1030 - Special Assessments		\$ 64,170.55	\$ 46,925.13	\$ 40,000.00	\$ 40,000.00
1.002120.13.000.00	<b>2120</b>	2120 - Sewer Rents		\$ 247,760.89	\$ 206,197.87	\$ 244,000.00	\$ 296,840.00
1.002122.13.000.00	<b>2122</b>	2122 - Sewer Charges		\$ 15,000.00	\$ -	\$ -	\$ 2,000.00
1.002128.13.000.00	<b>2128</b>	2128 - Interest & Penalties		\$ 2,693.78	\$ 1,811.96	\$ 5,000.00	\$ 2,000.00
1.002401.13.000.00	<b>2401</b>	2401 - Interest & Earnings		\$ 36.85	\$ 30.43	\$ 50.00	\$ 50.00
1.005031.13.000.00	<b>5031</b>	5031 - Interfund Transfer		\$ -	\$ -	\$ -	\$ -
<b>Total Sewer Revenue:</b>						\$ 289,050.00	\$ 340,890.00
<b>Total Sewer Expenses:</b>						\$ 289,050.00	\$ 338,890.00
<b>Difference:</b>						\$ -	\$ 2,000.00
<b>SEWER EXPENSES</b>							
1.019104.13.000.00		1910.4 - Unallocated Insurance		\$ 5,917.97	\$ 6,142.52	\$ 6,500.00	\$ 6,500.00
1.081104.13.000.00	<b>81104</b>	8110.4 - Sewer Admin CE		\$ 127,775.22	\$ 86,315.18	\$ 133,000.00	\$ 133,881.00
1.081302.13.000.00	<b>81302</b>	8130.2 - Sewer Cap Improve		\$ 81,671.77	\$ 12,449.00	\$ 24,550.00	\$ 51,250.00
1.081304.13.000.00	<b>81304</b>	8130.4 - Sewer Treatm/Disp CE		\$ 15,157.15	\$ 5,346.92	\$ 5,000.00	\$ 8,000.00
1.081304.13.000.10	<b>81304</b>	8130.4 - Sewer Treatm/Disp C	<b>SLUDGE HAULING</b>	\$ 23,855.76	\$ 9,035.93	\$ 22,000.00	\$ 21,000.00
1.081304.13.000.11	<b>81304</b>	8130.4 - Sewer Treatm/Disp C	<b>UTILITIES</b>	\$ 20,880.41	\$ 13,662.88	\$ 27,000.00	\$ 22,500.00
1.081304.13.000.14	<b>81304</b>	8130.4 - Sewer Treatm/Disp C	<b>HEATING FUEL</b>	\$ 1,635.07	\$ 856.69	\$ 2,000.00	\$ 2,000.00
1.081304.13.000.16	<b>81304</b>	8130.4 - Sewer Treatm/Disp C	<b>CHEMICALS</b>	\$ 27,407.83	\$ 13,995.23	\$ 30,000.00	\$ 25,959.00
1.081304.13.000.XX	<b>81304</b>	8130.4 - Sewer Treatm/Disp C	<b>LABS</b>	\$ -	\$ -	\$ -	\$ 3,000.00
1.081304.13.000.20	<b>81304</b>	8130.4 - Sewer Treatm/Disp C	<b>REPAIRS/MAINT</b>	\$ 23,284.54	\$ 31,756.08	\$ 39,000.00	\$ 40,500.00
1.081304.13.000.XXX	<b>81304</b>	8130.4 - Sewer Treatm/Disp C	<b>EQUIP/SUPPLIES</b>	\$ -	\$ -	\$ -	\$ 14,300.00
1.099059.13.000.xx	<b>99059</b>	9950.9 - Sewer Capital Reserve		\$ -	\$ -	\$ -	\$ 10,000.00
<b>Total Sewer:</b>				\$ 327,585.72	\$ 179,560.43	\$ 289,050.00	\$ 338,890.00

## Millbrook Budget 2021-2022

### Water

		<u>Line Totals</u>	
1.083102.12.000.00			
<i>Capital Improvements</i>		\$84,000.00	\$84,000.00
1.083104.12.000.00			
<i>Water Admin</i>	Facility Operations	\$64,538.28	
	Water Billing	\$8,142.12	
	Sensus Tech Support	\$1,072.50	\$73,752.90
1.083204.12.000.00			
<i>Source Contractual</i>	Generator service contract	\$500.00	
	Fire extinguisher service	\$250.00	\$750.00
1.083204.12.000.16			
<i>Chemicals</i>	Chlorine: 160 - 5 Gallon Containers	\$4,000.00	
	Carus: 20 - 30 Gallon Drums	\$9,720.00	
	Caustic Soda: 68 - 15 Gallon Drums	\$9,112.00	
	Fuel and pallet charges	\$670.00	\$23,502.00
<b>NEW LINE ITEM</b>			
1.083404.12.000.00			
<i>Laboratory Testing</i>	Laboratory analysis	\$6,000.00	\$6,000.00
1.083404.12.000.00			
<i>Distribution Contractual</i>	Doyle Security	\$700.00	
	Annual Water Quality Report	\$3,600.00	
	Department of Health Permit	\$120.00	
	NYRWA Dues	\$406.00	\$4,826.00
1.083404.12.000.11			
<i>Utilities</i>	Electric	\$10,500.00	\$10,500.00
1.083404.12.000.13			
<i>Fuel</i>	Fuel - generator	\$600.00	\$600.00
1.083404.12.000.20			
<i>Repairs/Maint</i>	Repairs	\$32,000.00	
	Emergency services	\$2,000.00	\$34,000.00
<b>NEW LINE ITEM</b>			
1.083404.12.000.20			
<i>Equipment/Supplies</i>	Equipment/parts	\$14,435.00	
	Bluebook supplies	\$1,800.00	
	RB/Williams supplies	\$750.00	\$16,985.00
<b><u>Total contractual expense for water</u></b>		<b>\$254,915.90</b>	<b>\$254,915.90</b>

## Millbrook Budget 2021-2022

### Wastewater

			<u>Line Totals</u>
1.081104.13.000.00 <i>Admin</i>	Facility Operations Sewer Billing Sensus Tech Support	\$124,666.56 \$8,142.12 \$1,072.50	\$133,881.18
1.081302.13.000.00 <i>Capital Improvements</i>		\$51,250.00	\$51,250.00
1.081304.13.000.00 <i>Contractual</i>	Doyle Security NYS DEC permit Garbage Removal Fire extinguisher Generator service contract	\$3,200.00 \$2,000.00 \$1,500.00 \$300.00 \$1,000.00	\$8,000.00
1.081304.13.000.10 <i>Sludge Hauling</i>	EarthCare - liquid Royal - dry	\$12,500.00 \$8,500.00	\$21,000.00
1.081304.13.000.11 <i>Utilities</i>	Telephone/fax/internet Electric	\$1,500.00 \$21,000.00	\$22,500.00
1.081304.13.000.14 <i>Heating Fuel</i>	Heating fuel Off road Deisel - generator	\$1,500.00 \$500.00	\$2,000.00
1.081304.13.000.16 <i>Chemicals</i>	Soda Ash: 750 Bags Chlorine: 13 - 55 Gallon Drums Sodium Thio: 35 Bags Fuel and pallet charges	\$21,750.00 \$2,314.00 \$1,225.00 \$670.00	\$25,959.00
<b>NEW LINE ITEM</b> <i>Laboratory Testing</i>	Laboratory	\$3,000.00	\$3,000.00
1.081304.13.000.20 <i>Repairs/Maint</i>	Emergency Services Repairs	\$2,000.00 \$38,500.00	\$40,500.00
<b>NEW LINE ITEM</b> <i>Equipment/Supplies</i>	Equipment/parts Bluebook supplies RB/Williams supplies	\$11,000.00 \$1,800.00 \$1,500.00	\$14,300.00
<b><u>Total contractual expense for wastewater</u></b>		<b>\$322,390.18</b>	<b>\$322,390.18</b>

**Reminder to add tech support for Sensus Auto read into budget**

# Village of Millbrook

## Board of Trustees

Resolution #2021-003 – Water Reserve Fund

RESOLVED, that pursuant to Section 6-c [6-g] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “**Water Reserve Fund**” (hereinafter “**Reserve Fund**”). The purpose of this **Reserve Fund** is to accumulate moneys to finance the cost of a ‘type’ of capital improvement. The ‘type’ capital improvement to be financed from the **Reserve Fund** is for the construction of future needed improvements to the water delivery system.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this **Reserve Fund** in the manner provided by section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the **Reserve Fund** in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of Board of Trustees – Village of Millbrook. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the **Reserve Fund**. The chief fiscal officer shall account for the **Reserve Fund** in a manner, which maintains the separate identity of the cash and investments of the Reserve Fund.

Except as otherwise provided by section 6-c [6-g] of the General Municipal Law, expenditures from this **Reserve Fund** shall be made only for the purpose for which the **Reserve Fund** is established. No expenditure shall be made from this **Reserve Fund** without the approval of this governing board and without such additional actions or proceedings as may be required by section 6-c [6-g] of the General Municipal Law, including a permissive referendum if required by subdivision 4 of section 6-c [6-g].

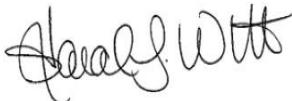
Dated: March 8, 2021

Moved by: Mayor Collopy

Seconded by: Deputy Mayor Herzog

Ayes: 5

Nays: 0



Sarah J. Witt Village  
Clerk 03.08.2021

# Village of Millbrook

## Board of Trustees

Resolution #2021-004 – Sewer Reserve Fund

RESOLVED, that pursuant to Section 6-c [6-g] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “**Sewer Reserve Fund**” (hereinafter “**Reserve Fund**”). The purpose of this **Reserve Fund** is to accumulate moneys to finance the cost of a ‘type’ of capital improvement. The ‘type’ capital improvement is to be financed from the **Reserve Fund** for the construction of future needed improvements to the sewer treatment operation.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this **Reserve Fund** in the manner provided by section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the **Reserve Fund** in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of Board of Trustees – Village of Millbrook. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the **Reserve Fund**. The chief fiscal officer shall account for the **Reserve Fund** in a manner, which maintains the separate identity of the cash and investments of the Reserve Fund.

Except as otherwise provided by section 6-c [6-g] of the General Municipal Law, expenditures from this **Reserve Fund** shall be made only for the purpose for which the **Reserve Fund** is established. No expenditure shall be made from this **Reserve Fund** without the approval of this governing board and without such additional actions or proceedings as may be required by section 6-c [6-g] of the General Municipal Law, including a permissive referendum if required by subdivision 4 of section 6-c [6-g].


Dated: March 8, 2021

Moved by: Mayor Collopy

Seconded by: Trustee Arbogast

Ayes: 5

Nays: 0



Sarah J. Witt Village  
Clerk 03.08.2021